

Memorandum

To: Indiana School Administrators
From: Andrew Bernlohr, General Counsel
Nathan Williamson, Director of Title Grants and Support
Subject: Student Records of Closed Indiana Charter Schools
Date: July 26, 2019

Every year, a number of charter schools cease operations. As a result, school corporations may experience students seeking enrollment who are coming from closed charter schools. The Indiana Department of Education (IDOE) seeks to provide guidance on the process of enrolling these students who are transferring from closed charter schools.

Per the procedures outlined in [Indiana Code 20-24-9-4.5](#), upon closure, Indiana charter schools must submit student records to the school in which the student will be attending or to the student's corporation of legal settlement. However, school corporations may or may not receive impacted student records. Regardless, IDOE reminds school corporations when a charter school closes, there may be a period of time during which students and parents are endeavoring to, but not immediately able to, secure educational records, including transcripts. School corporations are expected to work with students and parents regarding enrollment requests and services for these students. Administrators will want to be mindful of the required deadlines to convene a move-in case conference committee for special student populations. This deadline is in place, regardless of the timeliness of records received from the closed charter school.

If you have questions about student records, please contact Beatriz Pacheco, Charter School Grant Specialist, at bpacheco@doe.in.gov or 317-232-9057.